

CONFIDENTIAL

071751
- 7 MAR 1955

MEMORANDUM FOR: Chief, Classification & Page Division
Chief, Employee Services Division
Chief, Military Personnel Division
Chief, Placement & Utilization Division
Chief, Processing & Records Division
Chief, Personnel Procurement Division
Chief, Career Service Staff
Chief, Planning & Analysis Staff
Chief, Special Contracting, Allowances & Processing Staff
Special Support Assistant

SUBJECT: Memo, 25 Feb 55 from DS to DCM, Subject: "Ten Ways for Improving CIA's Personnel Management"

1. I am attaching for your personal use a copy of subject memorandum which was discussed briefly at our Staff meeting this morning. As I told you then, I subscribe completely to the spirit and intent of this paper and I have so told the Inspector General. Our problem, therefore, is to address ourselves earnestly and conscientiously to the several points and assess what we have already accomplished and what we may reasonably expect to accomplish in the future.

2. I would like each of you to describe for items involving your operations the first step of the problem--that which we have done--and then your plan of action for future activities. I would also like for you to list any additional points for improvement which might be a proper subject for discussion, planning, and action.

3. Within the next thirty days I would like to make a formal reply to the DS/S. The Executive Officer will serve as coordinator of the reply.

25X1A

Harold G. Reynolds
Director of Personnel

OD/Pers:CWC:hm (7 March 1955)

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